



CITY OF MOUNTAIN VIEW

LIBRARY BOARD

MINUTES

REGULAR MEETING – MONDAY, MAY 19, 2014
LIBRARY COMMUNITY ROOM – 585 FRANKLIN STREET
7:30 P.M.

1. CALL TO ORDER

The meeting was called to order at 7:32 p.m.

2. ROLL CALL

Present— Trustees David Herington, Barbara Luedtke, Vice Chair Randall Stock, Chair Kathy Swartz, and Secretary Rosanne Macek.

Absent— Trustee Cindy Hofen.

3. MINUTES APPROVAL

Minutes of the April 28, 2014 meeting were approved.

4. ORAL COMMUNICATIONS FROM THE PUBLIC—None.

5. UNFINISHED BUSINESS

5.1 BUDGET

The City Council will have its second Study Session on the Capital Equipment Program on May 20 at 5:00 p.m. Director Macek described the Library items, including CCTV and a Library remodel.

5.2 BENCHMARK REPORT

The report was discussed and a minor change was made to the cover letter. Director Macek will send it to the City Council the week of June 2.

5.3 BORROWING POLICY

Several possible changes to the borrowing policy were discussed. This will be reviewed again at the next meeting.

5.4 FISCAL YEAR 2014-15 WORK PLAN

The work plan was finalized. The Library Board will identify possible “hot topics” at the June meeting, for discussion next fiscal year.

6. NEW BUSINESS – None.

7. LIBRARY BOARD/STAFF COMMENTS, QUESTIONS, AND REPORTS

None.

8. COMMUNICATIONS

8.1 DONATIONS

The donations were accepted.

9. REPORTS

9.1 DIRECTOR'S REPORT

See attached. Also, the Board decided to cancel the August 18 meeting, and asked Director Macek to check with the Friends of the Library about a joint meeting in September.

10. AGENDA SETTING/PLANNING

- Borrowing Policy
- Budget
- Hot Topics
- Materials Selection Policy

11. ADJOURNMENT

The meeting was adjourned at 8:40 p

Respectfully submitted,

Rosanne M. Macek, Secretary
Library Board

RMM/3/LIB
026-05-19-14mn-E



MEMORANDUM

Library Services Department

DATE: May 19, 2014
TO: Library Board of Trustees
FROM: Rosanne Macek, Library Services Director
SUBJECT: **Library Report**

BUDGET UPDATE

The City Council will be having its second study session on the Capital Equipment Program on Tuesday, May 20, at 5:00pm. You can access the full report here:

<http://beta.mountainview.gov/civicax/filebank/blobdload.aspx?BlobID=13051>

Here is what is what is included for the Library:

Project 15-49, Police Department/Library CCTV Replacement – \$267,000 (Tier 1):

This project will replace the now functioning closed-circuit television (CCTV) system in the Library (which is monitored by the Police Department) and add cameras at the Police Department (in response to a security assessment and recent security concerns). While Council asked questions about the need for this project at the March 18, 2014 Study Session, funding is available for this project and staff recommends its inclusion in the CIP. Funding is recommended from the CIP reserves (\$130,000) and C/C Tax (\$137,000).

One of the Tier 3 projects presented to Council at the March 18, 2014 Study Session, **Library Remodel, Construction – \$1.4 million**, is not recommended for inclusion in the five-year plan, as there is insufficient funding in the CIP Reserve and C/C Tax Funds. However, the remaining \$280,000 balance in existing Project 11-27, Library Space Modifications, is recommended to fund the design of the Library Remodel project.

Library Remodel, Construction, as well as other proposed discretionary projects reviewed by the City Council on March 18 and 25, but not recommended for funding

and inclusion in the Proposed Five-Year CIP at this time, have been placed on the Unscheduled Projects List (Attachment 7) for consideration in future CIP development processes. The Library Remodel project is discussed in more detail in a memorandum included as part of the Unscheduled Project List.

SUMMER READING

Registration for summer reading started May 12. Our kick off for the children's program will be a picnic in Pioneer Park on June 9 at 6pm. There are many, many programs planned for all ages. Keep an eye on our calendar for all the details.

Sign up here:

<https://ca.evanced.info/mountainview/sr/homepage.asp?ProgramID=30>

BIKE MONTH

The Library is hosting quite a few activities for Bike Month, as detailed in this article in the Mountain Voice titled "May is Bike Month at MV library":

<http://www.mv-voice.com/news/2014/05/01/may-is-bike-month-at-mv-library>

The first photo below shows the employees who participated in Bike to Work Day and the next photo is the official unveiling of our Bike Fix It Station:





GOALS FOR FY 14/15

As part of the City budget that will be presented in June for discussion and approval by the City Council, the following Library goals will be included to support Council's major goals:

Retain and Improve Green Space and Canopy

Educational Programs: Partnering with Mountain View Trees, offer Tree Walks and other information related to enhancing the trees in Mountain View.

Improve Bicycle and Pedestrian Mobility

Library Bike Fix It Station: Implement "Library Bike Stop" grant from the Pacific Library Partnership of \$3,548.29, including a bike fix-it service station outside the library equipped with stand, attached tools and theft-proof pump.

Educational programs: Hold monthly fixit programs and other bicycle-focused programs throughout the year as part of grant.

Partnerships: Partner with the Safe Moves program to provide bicycle events and information as part of the Library annual summer reading program and throughout the year.

Use Technology to Enhance Customer Service, Efficiency, and Advance the Mission of the Organization

Enhance City WiFi: Implement wireless printing to enhance the new City WiFi and meet the increasing demand from Library customers who are bringing in their laptops and other mobile devices and expressing the need to print.

Additional Library Goals

Customer Satisfaction: Implement Library Customer Satisfaction Survey to gather input on current services, future services, and compare with results two years ago.

Facilities: Improve the Library's physical presence to better meet changing community needs. Goals include: Expand children's space, reduce noise, and expand programming and public space.

PROFESSIONAL ACTIVITIES

The City/County Managers Associations of Santa Clara and San Mateo Counties held a work shop on May 15 "Tomorrow's City/County Department Heads Forum." Along with City Manager Dan Rich, I was on the planning committee for this event and also participated on a panel of Department Directors sharing their career paths.

Leadership Mountain View held its graduation on May 16 for the class of 2014. As Chair of the Advisory Council, I was pleased to give the opening remarks. Ann Awakuni, one of our Technology Librarians, was one of the graduates along with other City employees and community members.

UPCOMING IMPORTANT DATES

May 25-26: Library closed for Memorial Day.

August 11-22: I will be on vacation.

September 30: Advisory body Recognition Event at 5:30-7:30pm at Michael's at Shoreline.